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|---------------------------|--------------------|-----------|
| TRANSMITTAL SLIP | | DATE |
| TO: Executive Registry | | |
| ROOM NO. 7E12 | BUILDING Hqs. | |
| REMARKS: | | |
| FROM: D/OTE | | |
| ROOM NO. 1026 | BUILDING C of C | EXTENSION |

FORM NO. 241
1 FEB 55

**REPLACES FORM 36-8
WHICH MAY BE USED.**

(47)

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84-01856

OTE 84-6315

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director
Deputy Director for AdministrationFROM: [REDACTED] 25X1
Director of Training and EducationSUBJECT: Executive Development Core Course No. 1,
13 - 28 February 1984

1. This is to confirm your meeting with the Executive Development Core Course on Friday, 24 February 1984, from 1230-1400, at the Xerox International Center for Training and Management Development in Leesburg, Virginia. We are pleased to report that all but four of the newly promoted SIS officers from the latest exercise will attend the Course. We have added some officers from the July exercise, so the total number of students in this running will be 21.

2. We hope, also, that you will be able to join the class for lunch between 1130 and 1230, and, at your convenience, the staff would like to show you some of the Xerox facility.

3. As mentioned to [REDACTED] your discussion with the class will be on the topic "Strategic Planning." The group will have read and discussed the Agency's 1983 Strategic Plan and its 1984 update. Teams organized along directorate lines will have developed 10-year strategic plans for their directorates and will present a 10-minute briefing to you for each directorate. They would like your comments on these plans, and your personal views of the Agency's direction and corporate philosophy.

25X1

[REDACTED]

25X1

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Upon Removal of Attachments

CONFIDENTIAL



7-100

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SUBJECT: Executive Development Core Course No. 1,
13 - 28 February 1984

4. We hope the program will be productive and enjoyable for you. Should you prefer other arrangements, we will be happy to accommodate you.

5. A map to the Xerox facility is enclosed. When you arrive, please give the guard at the gate your name (your first name and last initial will suffice) and tell him you are speaking to the U.S.A. Course. He will direct you to the Administration Building where a member of our staff will meet you and accompany you to the classroom. We also have attached a copy of the Course schedule and a roster of the participants.



25X1

Attachments

cc: DCI

Distribution:

Orig - Addee (Return to D/OTE)

- 1 - DDCI
- 1 - EA/DDCI
- 1 - DCI
- 1 - ER ✓
- 1 - DDA
- 2 - DTE Chrono
- 2 - OTE Registry
- 2 - OTE/EDS

OTE/EDS  (14 January 84)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Executive Development Core Course No. 1,
13 - 28 February 1984

| | | | | |
|---|-------------|-----------|-----------------------|---|
| FROM: | | EXTENSION | NO. OTE 84-6315 | 25X1 |
| Director of Training and Education 1026 C of C | | | DATE 16 February 1984 | 25X1 |
| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
| | RECEIVED | FORWARDED | | |
| 1. DDA 7 D 18 Hqs | 21 FEB 1984 | | | ILLEGIB |
| 2. | | | | |
| 3. ER 7 E 12 Hqs | 21 FEB 1984 | | C | |
| 4. | | | | |
| 5. 21X EA/DDCI <i>DN</i> | | | | |
| 6. | | | | |
| 7. DDCI | 05 MAR 1984 | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. D/OTE 1026 C of C | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

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